

Report for week ending 25 November 1953 from
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

1. Office of the Comptroller Reports Management
Program - Contacted [] of the Comptroller's Office
regarding his review of the proposed Program guide. He
stated that there would be some delay in the review due to
the urgency of current work.

25X1

2. Guide to Effective Writing and Correspondence Man-
agement Techniques - Collection of material is continuing.
Although the over-all plan for developing and presenting the
guide is complete, much attention is still being given the
details of each phase.

To justify the need for this guide, a headquarters-wide poll
was taken. Personnel of fourteen different offices, represent-
ing a cross-section of Agency levels and functions, were
interviewed. The results pointed up the following facts:

a. There is a positive need and desire for a desk
tool on writing effectively.

b. Form letters, pattern correspondence and other
short cuts have definite application in many areas of the
Agency.

c. Training plans of the Office of Training,
Regulations Control Staff, and the Office of Scientific Intelli-
gence call for a coordination of efforts.

The results of this poll, together with a comprehensive analysis
of our program, were submitted as a staff paper to the Chief,
General Services Office.

Chief, Report and Correspondence
Management Branch

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